



## Back Shop Attendants

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### Job Description

Clovelly is looking for friendly and reliable people to join our team. Successful candidates are best described as personable, organized and reliable self-starters who recognize the value of teamwork and excellent customer service.

Our Back Shop Attendants are responsible for ensuring that golfers have a timely and pleasant check-in experience. Members and guests are welcomed in a warm and friendly manner and their needs are met courteously and promptly.

### Summary of Duties and Responsibilities

- Cleaning, storing and retrieving clubs and push carts – member and rental
- Cleaning, storing and retrieving power carts
- Completing all required paperwork in a timely and accurate manner
- Maintaining driving range ball inventory
- Assisting with member and guests requests
- Ensure golfers have a pleasurable check-in experience

### Preferred Qualifications & Experience

- Strong people skills – communicates easily
- Excels working in a fast-paced environment
- Appreciation for the value of good customer service
- Works well in a team setting
- Punctual and reliable
- Able to work shifts – early morning, days, evenings, weekends, and holidays
- Ability to lift up to 50 lbs
- Experience and knowledge of the game and asset
- First Aid, CPR Certification an asset

### Contract Terms

- Rotation schedule - May through November (shifts are weather dependent)
- Part-time and full-time positions available
- Weekends and holiday required – early start hours in peak season

Please respond electronically to [resumes@clovelly.ca](mailto:resumes@clovelly.ca) or by mail to:  
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